

Agenda Item No. 3.1.6
For Agenda of 11-28-06



Tigard City Council Meeting Minutes

Date: October 17, 2006
Time: 6:33 p.m.
Place: Tigard City Hall, 13125 SW Hall Boulevard
Tigard, Oregon
Attending: Mayor Craig Dirksen Presiding
Councilor Sally Harding (arrived at 7:13 p.m.)
Councilor Sydney Sherwood
Councilor Nick Wilson
Councilor Tom Woodruff

Agenda Item	Discussion & Comments	Action Items (follow up)
1. Workshop Meeting	<p>1.1 Mayor Dirksen called the meeting to order at 6:33 p.m.</p> <p>1.2 Roll Call: Mayor Dirksen and Councilors Harding (arrived at 7:13 p.m.), Sherwood, Wilson, and Woodruff</p> <p>1.3 Pledge of Allegiance</p> <p>1.4 Council Communications & Liaison Reports: None</p> <p>1.5 Call to Council and Staff for Non-Agenda Items: None</p>	
2. Joint Meeting with Loaves and Fishes Senior Center Board	<p>Members of the Loaves and Fishes Steering Committee present: Bill Gerkin, Christa Topf, Corry Stolk, Jay Leet, Kris Magaurn, Mary Ann Hulquist, Mary Ellen Seger, Myrna Boyce. Also present was Karen Gardner, Tigard Senior Center Director.</p> <p>Risk Manager Mills introduced this agenda item. She noted the City of Tigard provided \$24,000 to the Center's operating budget. The total amount of the operating budget for 2006/7 is \$254,800. The Loaves and Fishes contract was renewed in June to provide programs/services for another five years.</p> <p>Loaves and Fishes and the City of Tigard have partnered since the mid-70's to provide seniors with meals and programming. Recently the City Council approved an application for a Community</p>	

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	<p data-bbox="407 233 1052 296">Development Block Grant to remodel and enlarge the Senior Center.</p> <p data-bbox="407 338 1052 621">Senior Center Director Gardner advised that since the August meeting with the City Council, they have added new activities and kitchen coordinators. She said the kitchen has been painted, noting careful selection of what improvements should be done in anticipation of remodeling. Loaves and Fishes has pledged \$100,000 for the Tigard Senior Center building remodeling project.</p> <p data-bbox="407 663 1052 936">Steering Committee Member Leet commented on how area youth have contributed to the Senior Center by helping with service projects and delivering meals. The youth are from the Key Club as well as young people from Study Hall. He said "...the kids are doing it because they want to..." The Fine Arts group from the high school is performing on Fridays.</p> <p data-bbox="407 978 1052 1335">Steering Committee Member Magaurn works at Portland Community College (PCC) and reported on volunteer tutoring programs such as English as a second language. Tutoring is available in classroom settings and in one-on-one teaching. PCC students also help with Meals on Wheels and volunteer in the kitchen. The PCC program, in a recent peer review, was singled out as noteworthy because it also fosters community involvement. Ms. Maguarn thanked the City of Tigard for providing the classroom space.</p> <p data-bbox="407 1377 1052 1587">Steering Committee Member Stolk said she began volunteering at the Senior Center in 1974 when she was a student nurse. She commented on services available including blood pressure checks and foot care. The Senior Center is an inviting place; however, many are unaware of the services offered.</p> <p data-bbox="407 1629 1052 1839">Steering Committee Member Topf is a quilter and has been assisting at the Senior Center since 1981. Quilters come together for fellowship and quilts are raffled off for fundraising to benefit the Center. Other activities are offered, including a knitting group.</p>	

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	<p>Steering Committee Member Boyce noted she began volunteering after she retired. She and her husband serve lunches and enjoy visiting with those who come to the Center.</p> <p>Steering Committee Member Hulmquist said she serves on the Site Committee and Garden Club. Because of the activities offered at the Center, it functions more like a community center. It gives people a place to go and she would like to see it grow.</p> <p>Steering Committee Member Seger said she helps with Meals on Wheels. In the region Loaves and Fishes now serves 5,000 meals per day and in a few years it is anticipated this will increase to 30,000. Not only does this program provide seniors with nutritious meals, it also helps prevent social isolation.</p> <p>The Senior Center will offer Thanksgiving Dinner for all who walk-in this year. A notice will be sent home with Tigard-area school children.</p> <p>New entrance signs at the Senior Center have been helpful in identifying the Center's location to passers-by. It is still surprising that there are a significant number of people who are unaware of the Center and this issue needs to be addressed.</p> <p>Tri-Met's Ride Connection service delivers people to the Senior Center's door.</p> <p>Senior Center Director Gardner expressed her appreciation for the wonderful relationship the Senior Center enjoys with the City of Tigard. She referred to the services provided by the City of Tigard Public Works Department.</p> <p>There was discussion on the Community Development Block Grant application and the plans for the upgrades to the Senior Center. Councilor Sherwood said she had raised issues earlier about the proposed plans because she wanted to make sure plans were adequate to serve the community for the next 10 to 15 years.</p>	

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	<p>Mayor Dirksen acknowledged the importance of a good relationship between the City of Tigard and the Senior Center as the need for this service will continue to grow.</p> <p>(Councilor Harding arrived at 7:13 p.m.)</p> <p>Risk Manager Mills advised arrangements were being made to continue services during the remodel of the Center. It is possible that the Tigard Christian Church will provide some help with accommodations.</p>	
<p>3. Joint Meeting with the Budget Committee</p>	<p>Budget Committee Members present: Chair Mark Haldeman, Committee Member Jason Snider</p> <p>Finance Director Sesnon presented a summary on the status of the General Fund at the end of the fiscal year. Largely because of the lag that occurs between the time a position is vacant and when a position can be filled, the fiscal year ended with \$200,000 more in the General Fund than with what it started. Revenues were more than what was originally budgeted primarily because of higher-than-anticipated development activity. Finance Director Sesnon also reviewed areas where savings occurred within City departments.</p> <p>Staff will be updating the financial forecast over the next 60 days.</p> <p>The following documents, on file in the City Recorder's office, were reviewed with City Council:</p> <ul style="list-style-type: none"> ➤ FY 2005-06 Budget to Actual Analysis – General Funds ➤ FY 2005-06 Budget to Actual Analysis – General Fund Transfers <p>Some transfers did not occur; i.e., parkland purchases. Finance Director Sesnon advised the budget will be monitored carefully with regard to the revenues, expenditures, and the ending fund balances.</p>	

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	<p>Revenues are trending downward significantly in the first quarter of this fiscal year because most of the property tax revenues will be received in November.</p> <p>Performance audit proposals were reviewed. The Financial Strategies Task Force had recommended that performance audits be done for the Library and the Police Department. Proposals were reviewed with the City Council and Budget Committee members present. There was concern noted about the cost variance between the bids quoted in the two Police audit proposals. Budget Committee Member Snider commented he was concerned that the lower bid might be underestimated and he did not want the audit to be superficial. Finance Director Sesnon said that Chief Dickinson had looked at the proposals and felt comfortable with low bidder Steve Winegar; however, more information will be obtained and provided to the City Council and Budget Committee about the audit for the Police Department.</p> <p>Finance Director Sesnon introduced the idea of an equipment replacement fund to spread out major equipment expenditures thereby avoiding expense "spikes" within certain fiscal years. Staff will prepare information for Budget Committee review.</p> <p>The urban renewal agency is a separate entity and will need to have its own Budget Committee. Staff suggested that the City of Tigard Budget Committee could be appointed to serve on the City Center Development Agency Budget Committee.</p> <p>Finance Director Sesnon reviewed the Strategic Technology Plan dated October 11, 2006. A copy of the Plan as well as the slides presented to the City Council and Budget Committee are on file in the City Recorder's office. Finance Director Sesnon said that this Plan presents a blueprint for current and future technology investments. He outlined the mission, strategic goals including efficiencies, reliability/security and better public access and customer service options.</p> <p>Finance Director Sesnon referred to a pilot project</p>	<p>Staff will proceed with the Library performance audit after references are checked.</p> <p>Staff will do more research to clarify the scope of work and estimated costs identified in the proposals for the Police Department performance audit. Staff will report their findings to the City Council and Budget Committee.</p> <p>Finance Director Sesnon advised that a cost matrix will be prepared and forwarded to the City Council.</p>

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	<p>to be completed by the end of the year to allow police staff to access crime data. Some of this information will also be made available to the public.</p> <p>Finance Director Sesnon also advised of work towards implementing a citywide electronic document management system. Key points he noted were:</p> <ul style="list-style-type: none"> ➤ Implementation of a paperless office environment and resistance to change. ➤ Information must be accessible. ➤ Review is needed for forms processing. Currently, there are duplicative efforts between paper and electronic systems. ➤ Implement and support systems to manage records for Human Resources, Risk Management, and Police report writing. ➤ Ongoing staff training needs to be developed. ➤ Systems will be constructed to be reliable and secure. ➤ Look towards moving from Novell to a Microsoft Windows server. ➤ Application maintenance and support. ➤ Draft a comprehensive business interruption and continuity plan. ➤ Web subscription can be offered to the public inexpensively and will be available soon for Cityscape, agendas, and other notices. ➤ A fully automated online facilities reservation system to be implemented. 	
<p>4. Presentation of Tigard Community Profile – 2006 Edition</p>	<p>Community Development Director Coffee introduced this agenda item. Associate Planner Wyss presented the highlights of the Profile. A copy of the slide presentation is on file in the City Recorder's office.</p> <p>The Profile updates the 2003 Tigard Almanac. The plan is to update this information every year to provide accurate information in one convenient location for staff and the public. This information will be incorporated into the update of the Comprehensive Plan.</p> <p>Councilor Woodruff commented on the value of</p>	

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	<p>this document and said that he would like for this to be available to everyone who wants it. Mayor Dirksen will be featuring the Profile in an upcoming Cityscape article. The 2006 Community Profile is available on the City's web page.</p> <p>Copies could be made available to neighborhood organizations, schools, Chamber of Commerce, and sent to individuals interested in employment in the City of Tigard.</p>	
<p>5. Planned Development Code Amendments</p>	<p>Planning Manager Bewersdorff introduced this agenda item. Associate Planner Farrelly presented the key points of the proposed Planned Development Code amendments. A copy of the slide presentation is on file in the City Recorder's office.</p> <p>The ordinance for planned development is a collection of flexible decision-making tools to enable development that is site specific and not mathematically prescribed. The presentation included:</p> <ul style="list-style-type: none"> ➤ The history of the planned development ordinance in the City of Tigard. ➤ An overview of activity by the Planned Development Code Review Committee. ➤ The current and the proposed purpose statement. ➤ The current and the proposed code approval process. ➤ The proposed concept plan approval criteria. ➤ The proposed detailed development plan approval criteria. ➤ Additional proposed language adding definitions. ➤ A review of non-code items: 1. Planning Commission Toolbox, 2. Examples for applicants for good neighborhood meeting materials, and 3. Update to fee schedule. ➤ The Planning Commission heard public testimony and made five minor revisions and then unanimously recommended approval to the City Council. ➤ Ernie Platt, Director of Local Government 	

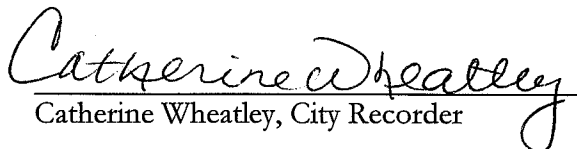
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	<p data-bbox="451 239 1052 443">Affairs from the Home Builders Association, concurred with the suggested additions/changes reviewed at the September 18 Planning Commission meeting. A copy of Mr. Platt's October 4, 2006, letter is on file in the City Recorder's office.</p> <p data-bbox="402 489 1045 663">Planned Development Review Committee Chair Buehner noted that it took more than six months to develop the purpose statement. She also advised that there was a desire to transition new development to existing neighborhoods.</p> <p data-bbox="402 701 1052 875">There was discussion on the density bonus provisions. Planning Manager Bewersdorff advised that the opportunity to apply for a density bonus was scaled back from four situations to two possible types of circumstances.</p> <p data-bbox="402 913 1045 1161">In a discussion between Mayor Dirksen and Chair Buehner about when it would be better to apply the Development Code or to allow an applicant to use the Planned Development provisions, Chair Buehner noted it would be the responsibility of the developer to present the case for a planned development project.</p> <p data-bbox="402 1199 1055 1551">Councilor Wilson said that for the most part the proposed changes to the Planned Development Code were good; however, he noted concern that criteria was added that attempted to "design by code." For example, he cited the language regarding providing good solar access where possible, which is a great idea but has been shown to be impractical. Councilor Wilson said, in his opinion, a regulation should safeguard a public product rather than dictate the form of the product.</p> <p data-bbox="402 1589 1055 1871">Chair Buehner indicated understanding of Councilor Wilson's comments; however, she said the Committee was striving to urge developers to look at different options for structuring their projects. She noted the difference in the quality of work among developers and the Code identifies alternatives and gives some leverage the Planning Commission. Councilor Wilson said that the</p>	

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	<p>regulator role should focus on minimizing off-site impacts and preserving natural resources. He said it does not work to try to legislate good design. Chair Buehner shared that some of the Committee members are interested in design review and the new Code language could serve as a pilot program. Councilor Wilson said simplicity in Code language would lead to clarity.</p> <p>Discussion followed about how the regulations would apply. Councilor Wilson indicated he was more inclined to agree to some of the language if it was discretionary.</p> <p>Mayor Dirksen advised that when he read the proposed Planned Development Code amendments, it was clear to him that the Committee and Planning Commission desired to specify regulations and also provide language to guide developers who were proposing Planned Developments. While this is a different approach than what he would have used, he said he would be willing to give it a try.</p> <p>Councilor Harding said she agreed the guidance language complicates the process, but suggested the Committee and Planning Commission were reacting to the types of development that have already occurred. Councilor Wilson, in response to an inquiry from Councilor Harding, said he would prefer to focus on the primary issues; e.g., impacts to surrounding neighborhood, tree protection, etc. He noted issues in the past with solar access regulations, which proved to be unworkable. He also had concerns about language suggesting a wind study. While these are well-intentioned proposals, he would prefer language be removed that does not accomplish something or provide a benefit.</p> <p>Associate Planner Farrelly noted the proposed amendments represent negotiation and trade-offs among committee members. Councilor Sherwood called attention to the makeup of the Planned Development Review Committee membership, which included those who have been critical of the planned development process in the past.</p>	


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	<p>In response to a question from Councilor Wilson, Planning Manager Bewersdorff advised that the new language is more bureaucratic as it endeavors to provide flexibility along with some restrictions.</p> <p>Councilor Woodruff commented on the criticism by some members in the community that the City is too easily swayed by what developers want. The intent is to get the word out to the development community that "we want to take more control." Mayor Dirksen noted the amendments give the opportunity for the City to place requirements on development.</p> <p>Councilor Wilson said the language could be streamlined as it is now difficult to understand, contains ineffective provisions, and will be difficult to administer.</p> <p>Planning Manager Bewersdorff suggested the proposed amendments could be used as a pilot and evaluated as the Comprehensive Plan is reviewed. He said the Planned Development amendments, while tough to administer, were workable.</p> <p>Mayor Dirksen said the proposal had been reviewed by a citizen committee and the Planning Commission and he would like to see the new regulations applied to the next two or three planned developments to assess their effectiveness.</p> <p>Discussion followed on specific requirements such as minimum lot-width requirements, the possibility of more planned developments because of redevelopment and/or rezoning.</p> <p>The City Council legislative public hearing for the proposed amendments to the Planned Development sections of the Code is scheduled for October 24, 2006.</p>	
6. Enhanced Citizen Participation	<p>Assistant City Manager Newton presented the staff report on this agenda item. Highlights include:</p> <ul style="list-style-type: none"> ➤ Progress on the neighborhood program made with the assistance of the Committee for Citizen Involvement (CCI). Three pilot areas were 	

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	<p>identified last December located in the Summerfield, Beaverton School District, and Metzger areas within the City of Tigard. Contacts were made with residents within these areas through a variety of methods including meetings held at schools and attending events and activities occurring for other reasons in the neighborhood. Of the 117 people contacted, 74 indicated they were interested in participating in the neighborhood program.</p> <ul style="list-style-type: none"> ➤ CCI will be assisting with ideas for partnering with neighborhoods to identify neighborhood issues. ➤ Neighborhood input will be solicited for the Community Investment Program (CIP). Needs for neighborhoods could be identified; e.g., sidewalks. ➤ Neighborhoods will be involved in the Neighborhood Watch and promoting the National Night Out. ➤ Discussions are being held with CCI to determine how to facilitate neighborhood input on land use issues. Neighborhood concerns could be shared by a neighborhood representative at the land use hearing. ➤ Improvements to the web page continue to be considered and implemented. One proposal would be to provide support for a “neighborhood” page, which could include school activities, crime statistics, and neighborhood news. ➤ The information provided through the Community Connector Program will be “rolled” into neighborhood websites. ➤ Other components of the neighborhood program include: <ul style="list-style-type: none"> ○ Community Emergency Response Team volunteers from each neighborhood. ○ Community unity building through beautification and clean-up projects. ○ Solicit input from the neighborhoods for the Comprehensive Plan Update. ○ School liaisons to provide information on school events and needs. <p>The CCI will monitor the neighborhood program</p>	

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	<p>and communicate with staff about what is or is not working.</p> <p>Next steps will be to contact a primary group of people within the pilot areas and conduct research on website designs. The CCI will evaluate the program.</p> <p>There was discussion about the information that could be offered on neighborhood websites including names of CERT volunteers, crime statistics, and land use activity.</p>											
Non Agenda	<p>Council tentatively set its goal-setting meeting for December 11, 1-5 p.m. Staff will ask for written recommendations on next year’s Council goals from Board and Committee chairs.</p> <p>Updates on TriMet service and the Oregon Department of Transportation will be scheduled for a Council meeting by the end of this year.</p>											
Adjournment	The meeting adjourned at 9:55 p.m.	<p>Motion by Councilor Woodruff, seconded by Councilor Sherwood, to adjourn the meeting.</p> <p>The motion was approved by a unanimous vote of Council present.</p> <table><tr><td>Mayor Dirksen</td><td>Yes</td></tr><tr><td>Councilor Harding</td><td>Yes</td></tr><tr><td>Councilor Sherwood</td><td>Yes</td></tr><tr><td>Councilor Wilson</td><td>Yes</td></tr><tr><td>Councilor Woodruff</td><td>Yes</td></tr></table>	Mayor Dirksen	Yes	Councilor Harding	Yes	Councilor Sherwood	Yes	Councilor Wilson	Yes	Councilor Woodruff	Yes
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Catherine Wheatley, City Recorder

Attest:



Mayor, City of Tigard

Date: 11.28.06

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